DRAFT
Minutes

Executive Evaluation and Governance Committee
Wednesday, April 18, 2007
10:30 a.m. – 12:00
James River Conference Room
110 South Seventh St., Richmond, VA 23219

Members Present

Hiram Johnson
Jim McGuirk
Mary Guy Miller, Chair

Members Absent

Kenneth Johnson

Others Present

John Westrick, ITIB counsel
Lem Stewart, CIO

Call to Order

Dr. Miller, Chair, called the meeting of the Information Technology Investment Board Executive Evaluation and Governance Committee to order at 10:35 p.m., welcomed all and asked Ms. Ward to call the role. All members except one were present. There was a quorum.

Approval of Minutes

Dr. Miller presented the minutes of the January 17, 2007 Executive Evaluation and Governance Committee meeting.

A motion was made by Mr. McGuirk and seconded by Mr. Hiram Johnson to approve the minutes as presented.

All voted in the affirmative.

VITA SWAM Program

Mr. Roberts briefed on the VITA SWAM Program stating that the Administration was generally please with the progress VITA was making. Mr. Roberts reported on the VITA dollar spend with SWAMs as well as the number of SWAM firms by category receiving SWAM spend from VITA.   He stated that VITA is on target and that the statistics show the number of SWAMs receiving spend as increasing. Mr. Roberts stated that the Committee should bear in mind, however, that this increase may be due, at least in part, to the fact that Small Purchase Charge Card SWAM spend has been included for the first time. He also reported on NG spend with SWAM's in terms of dollars. Mr. McGuirk requested that the NT SWAM spend be reported in terms of the number of SWAM firms by category as well as the dollars. Mr. Fay, NG, agreed that this would be done in the future. Mr. McGuirk also asked if we could see the number of certified SWAM vendors receiving spend versus the number of SWAM vendors certified in total. Ms. Coleman stated that was possible but cumbersome.

Public Service Week & STAR Awards

Mr. Roberts briefed on the Commonwealth of Virginia's Public Service Work for all state employees the first week in May as well as the VITA STAR awards for VITA exceptional employees and the VITA organizational unit's recognition of public service for all employees (also in the first week in May). These events take place in May. Dr. Miller stated that she is in favor of recognition but was concerned if such recognition was saved up for just one period in a year. Mr. Roberts stated that there were other recognition activities throughout the year. Mr. Stewart stated that there are recognitions for length of service throughout the year.

Customer Councils

Ms. Secor briefed on the Customer Councils established within VITA noting that there is a council in each subject area and there are about 8-12 subject matter experts as members on each one. Dr. Miller asked if the members were selected or elected or something else. Ms. Secor stated that the discussion of whom should be on the councils originated with the Executive Team making certain that all sizes and Secretariats had some representation. Ms Secor also ensured that no one person was asked to do too much. Mr. Hiriam Johnson asked if the agency heads were asked. Ms. Secor stated yes and that she has been meeting with agency heads and made some changes based on their input.

Dr. Miller asked how long and frequent the meetings are. Ms. Secor stated that the initial meeting is about 1 ½ hour then it is up to the council itself.

Ms. Secor also discussed the Small Agency Council which has about 25 members. Dr. Miller asked when an agency is considered small. Ms. Secor advised when there were less than 100 persons.

Ms. Secor stated that she is working on a status report for the councils as well as a very brief survey – perhaps 10 questions – to be reviewed by the Committee.

Mr. Len Pomata asked if there was not an overall customer satisfaction survey. Dr. Miller explained that due to the diverse customer base and interests an overall survey was not desirable at this point. Mr. Stewart stated that, in addition, there was such a high level of change and related concerns that VITA was not at a maturity level where an overall survey would be useful. Dr. Miller explained that we need feedback that will allow us to be the best we can be and the overall survey was not meaningful in this regard.

Mr. Pomata asked aren't there some items core to all customers such as the infrastructure and why does the customer satisfaction and survey reside in this Committee rather than the IT infrastructure committee. Ms. Ward interjected that some customer groups, such as those for Information Security were a larger number than those agencies receiving infrastructure services from VITA. Ms. Ward stated this was also true in the IT Investment Management Area and Mr. Simonoff concurred. Ms. Ward also stated that the Information Security Council's Goal was primarily to strengthen the Information Security posture in the Commonwealth and secondarily to improve satisfaction with VITA.

CIO – Objectives Status

Mr. Stewart briefed on the status of the 2007 CIO Objectives status noting of the 22 initiatives:

        18 - green;
         3 - yellow (Partnership Financials, IT Investment & Enterprise Business Model)
         1 – red (Transformation).

Mr. Stewart stated in some areas, such as the Enterprise Business Architecture, he had been requested to provide agencies with additional time due to the other initiatives and demands on agencies. The Committee requested the CIO to identify which strategies should be revised due to

externally forced delays such as Enterprise Business Model. The Chair discussed the independent inputs that have been added for many of the strategies within the CIO Objectives. She asked the Committee to identify any additional data points that they might think appropriate.

Other Business

None

Public Comment

None

Adjourn

There being no further business, the committee meeting adjourned at 12:15 p.m.